Vocabulary:

1. **Database**- a collection of related information
2. **Relational database**- information organizes into separated subject-based table
3. **Datasheet**- a table
4. **Data type**- determines what type of data the field can store.
5. **Entry**- data in a cell
6. **Field**- A single piece of database information ( first last name )
7. **Field name**- label that helps identify the field
8. **Field properties**-defines the characteristics and behavior of a field
9. **Primary key**- create a table in access, identifies each record
10. **Record**-group of related fields in database
11. **Table**- primary object in the database

Review:

1. Database info is stored in tables, forms and reports. – **False**
2. You can open multiple database files in the same Access application window.-**False**
3. You can work with one object at a time. – **True**
4. You can add and delete fields in the Datasheet view or design.- **True**
5. If you change your mind after deleting a row, you can undo the deletion.- **True**

Multiple Choice

1. A **Field** is a single piece of information in a database, such as a first and or last name or a telephone number.
2. **Design** view shows the table data in a row and column format.
3. The **Primary key** uniquely indentifies each record in a table.
4. **Field properties** are specifications that allow you to customize a field beyond choosing a data type.
5. You can only use the save as command in access to **name and save an object in the database and save.**

Fill in the blank